

Posted: Friday, May 17, 2013

NOTICE AND CALL OF A SECOND REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold a Second Monthly Meeting on
WEDNESDAY, MAY 22, 2013 at 7:00 PM
in the Town Hall at 409 Trinity Street

6:00 PM CLOSED SESSION

- I. **CALL TO ORDER**
- II. **CLOSED SESSION**
 - 1. Government Code section 54956.9(b)(3): Existing Litigation
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ITEMS FROM THE FLOOR**
(Three (3) minute limit per Speaker unless Council approves request for extended time.)
- V. **CONSENT AGENDA**
 - 1. Memorandum of Understanding with the County of Humboldt for Library Services.
- VIII. **DISCUSSION/ACTION AGENDA ITEMS**
 - 1. Presentation of Proposed 2013-2014 Budget.
- IX. **ADJOURNMENT**

REMINDER: June 12 Regular Council Meeting will be held at the Trinidad School Library.



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 7 PAGES

1. Memorandum of Understanding with the County of Humboldt for Library Services.

CONSENT AGENDA ITEM

Date: May 22, 2013

Item: Memorandum of Understanding with the County of Humboldt for
Library Services

Background: On April 10, 2013, the City authorized the execution of the lease between the City and the Trinidad Coastal Land Trust for the property upon which the new library has been constructed. The Memorandum of Understanding now being presented provides for the County of Humboldt to staff and equip the facility. The City is responsible for utilities and building maintenance services.

This document has been reviewed by the City Attorney and the City's insurance authority.

Proposed Action:

Authorize the City Manager to execute the Memorandum of Understanding between the County of Humboldt and the City

Attachment: Proposed MOU

Memorandum of Understanding

This Memorandum of Understanding (hereinafter "MOU") is made and entered into this _____ day of _____, 2013, by and between the COUNTY OF HUMBOLDT, a political subdivision of the State of California, hereinafter referred to as COUNTY, and the CITY OF TRINIDAD, hereinafter referred to as CITY.

WHEREAS, CITY desires to obtain library services for the residents of CITY and CITY's immediate vicinity; and

WHEREAS, COUNTY operates the County Library ("Library") by providing library services at various locations throughout the County of Humboldt and has the staff and resources available to perform library services for CITY; and

WHEREAS, CITY desires to provide a location for COUNTY to perform library services; and

WHEREAS, CITY and COUNTY entered into a prior MOU on March 1, 2011, for the provision of services at 463 Trinity Street; and

WHEREAS, as of April 4, 2013, CITY has entered into a lease with the Trinidad Coastal Land Trust to secure a location for the provision of library services and desires to change the location for COUNTY provided library services; and

WHEREAS, COUNTY desires to continue to provide library services for CITY;

NOW, THEREFORE, the parties mutually agree as follows:

1. **TERM:** This MOU shall commence upon occupancy of the space described in Section 6 below by COUNTY and shall terminate on June 30, 2018. This MOU may be extended upon the written agreement of both parties.
2. **PRIOR AGREEMENT:** Upon commencement of the term of this MOU, the prior MOU entered into between CITY and COUNTY on March 1, 2011, shall be terminated and superseded in its entirety by the provisions contained herein.
3. **CONSIDERATION:** The consideration for use of said premises shall be the public benefit to the residents of the Trinidad area.
4. **SCOPE OF SERVICES:** COUNTY shall provide library services to CITY, which shall include the following:
 - a. COUNTY shall be responsible for staffing the library, providing furniture, office equipment and materials, which shall remain COUNTY property. Ownership of all donated furniture, equipment, fixtures and other personal property shall, at all times, remain vested in the party to whom the donation was made as designated by the donor.
 - b. COUNTY shall determine what materials will be included in the collection and the size of the collection. The scheduled hours shall be determined in consultation with CITY. To the extent CITY has adequate space at the location, the library services for CITY shall be treated in the same manner as library services at other COUNTY library branches, receiving an equitable share of the COUNTY library resources based on available resources.
 - c. COUNTY shall pay for its own communication services, including telephone and Internet. COUNTY, at its own cost, may install in the location the equipment needed for telecommunication system and computer terminals including, but not limited to, the following: telephone cable, key system units, intercom system, telephones, and answering machine. Upon termination of this MOU, COUNTY shall have the right to remove from the location any such equipment installed by COUNTY.
 - d. COUNTY policies and procedures concerning the provision of library services and use of the library services by members of the public shall govern.
5. **COUNTY RESPONSIBILITIES:** COUNTY shall be responsible for the cleaning of floor coverings and interior and exterior window cleaning. Said services to be provided at COUNTY's discretion as COUNTY deems necessary.

COUNTY shall be responsible for any repairs caused by negligence of COUNTY personnel. COUNTY shall be responsible for servicing of fire extinguishers.

6. **CITY RESPONSIBILITIES:** CITY shall provide a single location suitable for COUNTY to carry out the library services referenced in Section 4 above. The location shall be 380 Janis Court, Trinidad, California, leased by CITY from the Trinidad Coastal Land Trust pursuant to a lease entered into on April 4, 2013. Parking shall be available in the public parking lot adjacent to the location. CITY shall be responsible for all costs associated with providing water, wastewater, electrical service, garbage and recycling services, landscaping, parking lot maintenance, custodial, including all disposable products, and building maintenance services (except those specified in Section 5 above) to the location sufficient to support occupancy by COUNTY.

7. **CITY COMPLIANCE WITH LAWS:** CITY covenants and warrants that the location's premises have been constructed in accordance with all local, state and federal laws and regulations, including but not limited to the Americans with Disabilities Act. CITY further agrees to comply with any federal, state, or local licensing standards, any applicable accrediting standards, and any other applicable standards or criteria established locally or by the state or federal governments.

COUNTY shall have the right to terminate this MOU upon ten days notice if any of the above mentioned applicable laws, standards, or criteria are not complied with.

8. **COUNTY COMPLIANCE WITH LAWS:** COUNTY agrees to comply with all local, state and federal laws and regulations that are now in effect or that may hereafter be adopted pertaining to COUNTY's services. COUNTY further agrees to avoid any activities that would interfere with CITY's lease of the premises, pursuant to the terms of the lease entered into between CITY and Trinidad Coastal Land Trust on April 4, 2013.

9. **COUNTY'S RIGHT TO ERECT SIGNS:** COUNTY shall have the right to erect and maintain upon the premises all signs that it deems appropriate. CITY shall cooperate with COUNTY in obtaining any variances from restrictions placed on the use of signs by local authorities. CITY and COUNTY shall mutually agree as to the location, size, and style of any signs.

10. **HOLD HARMLESS INDEMNIFICATION:** CITY shall hold harmless, defend and indemnify COUNTY and its Board of Supervisors, officers, employees, agents and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with CITY's performance hereunder or its failure to comply with any of its obligations contained in this MOU, except such loss or damage as was caused by the sole negligence or willful misconduct of COUNTY. Indemnification with respect to defense costs shall be made at the time COUNTY incurs such costs.

COUNTY shall hold harmless, defend and indemnify CITY and its City Council, officers, employees, agents and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with COUNTY's performance hereunder or its failure to comply with any of its obligations contained in this MOU, except such loss or damage as was caused by the sole negligence or willful misconduct of CITY. Indemnification with respect to defense costs shall be made at the time CITY incurs such costs.

11. **COUNTY'S INSURANCE:** Without limiting COUNTY's indemnification provided herein, COUNTY shall take out and maintain, throughout the period of this MOU, the following policies of insurance placed with insurers with a current A.M. Bests rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of COUNTY, its agents, employees or volunteers:

A. Comprehensive/Liability Insurance: Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001), in an amount of \$2,000,000 per occurrence. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate shall be twice the required occurrence limit. Said policy shall contain, or be endorsed with, the following provisions:

- i. CITY, its officers, employees and agents, are covered as additional insured for liability arising out of the operations performed by or on behalf of COUNTY. The coverage shall

contain no special limitations on the scope of protection afforded to CITY, its officers, agents and employees.

- ii. The policy shall not be canceled or materially reduced in coverage without thirty days prior written notice (ten days for non-payment of the premium) to CITY by first class mail.
- iii. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the insurer's liability.
- iv. For claims related to this project, COUNTY's insurance is primary coverage to CITY, and any insurance or self-insurance programs maintained by CITY are excess to COUNTY's insurance and will not be called upon to contribute with it.
- v. Any failure to comply with reporting or other provisions of the parties, including breach of warranties, shall not affect coverage provided to CITY, its officers, employees and agents.

B. Property Insurance: COUNTY agrees to provide all-risk personal property insurance for the contents of the property through COUNTY's property insurance.

C. By its signature hereunder, COUNTY certifies that COUNTY is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and COUNTY will comply with such provisions in connection with any work performed on the premises. Any persons providing services with or on behalf of COUNTY shall be covered by workers' compensation (or qualified self-insurance).

COUNTY shall provide to CITY an endorsement that the COUNTY and its Workers' Compensation insurer waives the right of subrogation against CITY, its officers, employees, agents and volunteers.

D. If COUNTY does not keep the above mentioned insurance in full force and effect during the life of this MOU, CITY, at COUNTY's expense, may elect to purchase the necessary insurance, and COUNTY agrees to pay the cost of said insurance or, in the alternative, CITY may elect to treat the failure to maintain requisite insurance as a breach of contract and terminate the MOU as provided herein.

12. **CITY'S INSURANCE:** This MOU shall not be executed by COUNTY and CITY is not entitled to any rights, unless the CITY provides certificates of insurances, or other sufficient proof that the following provisions have been complied with, and such certificate(s) are filed with the Clerk of the Humboldt County Board of Supervisors.

Without limiting CITY's indemnification provided herein, CITY shall take out and maintain, throughout the period of this MOU, the following policies of insurance placed with insurers with a current A.M. Bests rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of CITY, its agents, employees or volunteers:

A. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001), in an amount of \$2,000,000 per occurrence. If work involves explosive, or collapse risks, XCU must be included. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate shall be twice the required occurrence limit. Said policy shall contain, or be endorsed with, the following provisions:

- i. COUNTY, its officers, employees and agents are covered as additional insured for liability arising out of the operations performed by or on behalf of CITY. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY, its officers, agents and employees.

- ii. The policy shall not be canceled or materially reduced in coverage without thirty days prior written notice (ten days for non-payment of the premium) to COUNTY by first class mail.
- iii. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the insurer's liability.
- iv. For claims related to this project, CITY's insurance is primary coverage to COUNTY, and any insurance or self-insurance programs maintained by COUNTY are excess to CITY's insurance and will not be called upon to contribute with it.
- v. Any failure to comply with reporting or other provisions of the parties, including breach of warranties, shall not affect coverage provided to COUNTY, its officers, employees and agents.

B. CITY is responsible for providing "All-Risk" Property Insurance for the building at this location.

C. By its signature hereunder, CITY certifies that CITY is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and CITY will comply with such provisions in connection with any work performed on the premises. Any persons providing services with or on behalf of CITY shall be covered by workers' compensation (or qualified self-insurance).

D. COUNTY reserves the right to obtain complete copies of the original insurance policies, if the County Risk Manager desires to do so.

E. If CITY does not keep the above mentioned insurance in full force and effect during the life of this MOU, COUNTY, at CITY's expense, may elect to purchase the necessary insurance, and CITY agrees to pay the cost of said insurance or, in the alternative, COUNTY may elect to treat the failure to maintain requisite insurance as a breach of contract and terminate the MOU as provided herein.

13. **NOTICE:** Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail to the respective addresses set forth below. Notice shall be deemed communicated two County working days from time of mailing if mailed as provided herein.

CITY: City Manager
City of Trinidad
P.O. Box 390
Trinidad, CA 95570

COUNTY: County Librarian
County of Humboldt
1313 Third Street
Eureka, CA 95501

14. **ASSIGNMENT:** This MOU shall not be assigned or otherwise transferred in whole or in part without prior written consent of the other party. Such consent shall not be unreasonably withheld.
15. **NUCLEAR FREE CLAUSE:** CITY certifies by its signature below that CITY is not a Nuclear Weapons contractor, in that CITY is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems, or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. CITY agrees to notify COUNTY immediately if it becomes a nuclear weapons contractor, as defined above. COUNTY may immediately terminate this MOU if it determines that the forgoing certification is false or if CITY becomes a nuclear weapons contractor.
16. **SMOKING:** Pursuant to Humboldt County Code §971-1 *et seq.* COUNTY owned or leased premises are smoke free. CITY shall comply with said provision.

17. **JURISDICTION AND APPLICABLE LAWS:** This MOU shall be construed under the laws of the State of California. Any dispute arising hereunder or relating to this MOU shall be litigated in the State of California and venue shall lie in the County of Humboldt, unless transferred by court order pursuant to Code of Civil Procedure §§394 and 395.
18. **DEFAULT:** Either party, CITY or COUNTY, shall be in default of this MOU if it fails or refuses to perform any material provision of this MOU that it is obligated to perform if the failure to perform is not cured within thirty days after written notice of the default has been given by the non-defaulting party.
- If the default cannot reasonably be cured within thirty days, the defaulting party shall not be in default of this MOU if it commences to cure the default within the thirty day period and diligently and in good faith continues to cure the default.
- The non-defaulting party, at any time after a default has occurred, can cure the default at the cost of the defaulting party. If the non-defaulting party pays any sum or does any act that requires the payment of any sum, the sum paid by the non-defaulting party shall be due immediately from the defaulting party to the non-defaulting party at the time the sum is paid and if paid at a later date, shall bear interest at the maximum rate an individual is permitted by law to charge.
- If a defaulting party fails to cure the default, as herein provided, the non-defaulting party shall have the right to terminate the MOU as provided in section 19 hereof.
19. **TERMINATION:** Either party may terminate this MOU upon ten days written notice if, after default, the defaulting party fails to cure the default in accordance with the provision of section 18. COUNTY and CITY each reserve the right to terminate this MOU without cause, upon ninety days written notice.
20. **MOU MODIFICATION:** This MOU may be modified only by subsequent written agreement signed by COUNTY and CITY.
21. **RELATIONSHIP OF PARTIES:** While engaged in carrying out and complying with the terms and conditions of this MOU, the relationship of the parties shall be that of independent contractor and neither party shall be considered to be an officer, employee, or agent of the other party.
22. **ATTORNEYS' FEES:** If either party shall commence any legal action or proceeding, including an action for declaratory relief, against the other by reason of the alleged failure of the other to perform or keep any provision of this MOU to be performed or kept, the party prevailing in said action or proceeding shall be entitled to recover court costs and reasonable attorneys' fees (including reasonable value of services rendered by County Counsel) to be fixed by the court, and such recovery shall include court costs and attorneys' fees (including reasonable value of services rendered by County Counsel) on appeal, if any. As used herein, "the party prevailing" means the party who dismisses an action or proceeding in exchange for payment of substantially all sums allegedly due, performance of provisions allegedly breached, or other considerations substantially equal to the relief sought by said party, as well as the party in whose favor final judgment is rendered.
23. **WAIVER OF BREACH:** The waiver by either party of any breach of any provisions of this MOU shall not constitute a continuing waiver of any subsequent breach of the same or a different provision of this MOU.
24. **BREACH, REMEDY FOR:** In the event of breach of this MOU by CITY or COUNTY, COUNTY and/or CITY shall have all rights and remedies provided by law.
25. **BINDING EFFECT:** All provisions of this MOU shall be fully binding upon, and inure to the benefit of, the parties and to each of their heirs, executors, successors, and assigns.
26. **INTERPRETATION:** As this MOU was jointly prepared by both parties, the language in all parts of the MOU shall be construed, in all cases, according to its fair meaning, and not for or against either party hereto.

IN WITNESS WHEREOF, this MOU has been executed by the parties hereto upon the date first above written.

(SEAL)

ATTEST:
CLERK OF THE BOARD

COUNTY OF HUMBOLDT

By: _____

By: _____
Chair, Board of Supervisors
County of Humboldt, State of California

CITY OF TRINIDAD

By: _____

APPROVED AS TO FORM

Deputy County Counsel

APPROVED AS TO INSURANCE PROVISIONS

Director of Human Resources



AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 36 PAGES

1. Presentation of Proposed 2013-2014 Budget.

DISCUSSION/ACTION AGENDA ITEM

Date: May 22, 2013

Item: Presentation of Proposed FY 2013-14 Budget

Background: A proposed budget has been prepared and is submitted for Council consideration, and includes the following:

Overall Budget Highlights

- Funding for 2% across the board salary adjustments plus a six month 2.5% promotional progression in accordance with the procedures set forth in the Employee Policies Manual (total equivalent annual increase of 2% for employees at the top step in their classification and 3.25% for employees not currently at the top step in their classification).
- Medical insurance estimated to increase by 15% (but actual increase to take effect in August not yet known).

General Fund Revenues

- Status quo most revenue sources with slight increases.
- Sales tax is highest revenue source (¾% sales tax add-on generates about \$105,000).
- Reflects transfer-in of \$30,000 gas taxes and transportation development act funds to offset street light expenses and pro-rated salaries of public works employees working on road-related activities (fund balance as of 6/30/2012 \$45,493).

General Fund Administration

This budget unit funds pro-rated employee salaries, liability, property and casualty insurance, contracted planner, building official, attorney, financial contractor, bookkeeper, auditor, lease of city annex and new library, utility costs, distribution of transient occupancy taxes (TOT), office supplies

- Planner activities budgeted as follows

General Plan	\$ 15,000
ADU/VDU	1,000
Planning Commission	4,800
Permits (offset by revenue)	5,000
City generated projects	5,000
OWTS	1,800

Miscellaneous, general planning	<u>6,000</u>
	38,600

- Attorney costs are estimated at \$30,320, which includes \$8,000 toward defense of litigation(s)
- Storm water permit \$2,006
- Distributes 10% of prior year TOT receipts (request is for distribution of 12% to be shared Chamber 60%, Museum 30%, Library 10%)
- Replacement of city manager computer (\$1,500)

General Fund Law Enforcement

- Contract for law enforcement services \$190,933 (\$100,000 funded COPS)
- Animal control services \$1,900

General Fund Fire

- \$10,000 transfer to fire capital reserve (added to balance of \$40,700)

General Fund Public Works

Budget includes pro-rated staffing costs, town hall, annex and library supplies, street paint, signs, trail and park maintenance.

- New ASBS Monitoring Contract \$10,900 (does not include data analysis)
- Tree trimming \$3,000
- Town hall repair and maintenance \$5,000
- Provides for no transfer to capital reserve (compared to \$10,000 current year)

General Fund Revenue:	\$539,730
-----------------------	-----------

General Fund Expenditures:

Administration	\$293,017	
Police	107,271	
Fire	21,245	
Public Works	<u>127,450</u>	
		\$548,983

Difference (from fund balance)	\$ 9,253
--------------------------------	----------

The General Fund financial position improved by over \$75,000 last fiscal year due to a number of one time revenues (asset seizure funds, sale of surplus equipment and lawsuit settlement). Fund balance at end of last year was \$1,035,692. Goal is right around \$1 million for cash flow purposes, especially given the City's heavy reliance on grants which are usually retroactively reimbursed.

Integrated Waste Management

Budget includes pro-rated staffing costs, recycling revenue, blue bag sales and disposal costs. The budget is based on recycling center operations; to be revised when recycling center dismantled, as new data becomes available.

Revenue:	\$ 38,000
Expenditures:	\$ 46,841
Difference (from fund balance)	\$ 8,841

The Integrated Waste Management fund declined by about \$9,760 last year to a year end balance of \$44,590. With the addition of voluntary curbside recycling and the dismantling of the recycling bins, the costs should stabilize, but will transfer pro-rated staffing to water/general funds.

Cemetery

Budget includes pro-rated staffing costs, plot sales and fencing repair/replacement

Revenues:	\$ 7,200
Expenditures:	\$ 11,162
Difference (from reserve)	\$ 3,962

Fund balance declined by \$7,578 prior fiscal year but the fund still has a substantial unrestricted asset balance of \$144,900. There may be a need to consider increase in plot sale amount or consider contribution from General Fund in the future. Current year plot sales are exceeding budget expectations (\$9,475 through March compared to \$6,000 budgeted) and fund balance is expected to increase by year end.

Water Fund

- \$15,000 set aside/reserve for capital
- Davis Grunsky loan fully paid
- Final year of water bond payment (\$11,096)

Revenue:	\$ 301,500
Expenditures:	\$282,719
Difference (add to fund balance)	\$ 18,781

Fund balance declined by \$5,300 prior year but did not have a full year of water rate increases. Net unrestricted assets at end of year \$641,745. Goal is around \$750,000.

Proposed Action:

1. Receive presentation on proposition FY 2013-14; and
2. Consider TOT distribution; and
3. Give any other direction as appropriate; and
4. Direct staff to return with proposed final budget to consider adoption at the meeting of June 12, 2013.

Attachments:

Proposed budget worksheets

Funding request from Chamber of Commerce, Museum and Library

CITY OF TRINIDAD					
FY 2013-14 PROPOSED BUDGET					
General Fund Revenue					
		FY 2011-12 Actual	FY 2012-13 Budget	Actual Through 2/28/2013	FY 2013-14 Proposed Budget
201	REVENUES				
41010	Property Taxes - Secured	\$ 78,844	\$ 72,200	\$ 41,145	\$ 79,125
41020	Property Tax - Unsecured	\$ 3,083	\$ 3,025	\$ 2,789	\$ 3,025
41040	Property Tax - Prior Unsecured	\$ 89	\$ 60	\$ 88	\$ 80
41050	Proerty Tax - Current suppl	\$ 623	\$ 220	\$ (14)	\$ 100
41060	Property Tax - prior Supplemental	\$ 197	\$ 200	\$ 95	\$ 200
41071	Motor Vehicles Fines	\$ 1,383	\$ 1,000	\$ 750	\$ 1,170
41072	Booking Fees	\$ 270	\$ -	\$ -	\$ -
41100	Prop Tax + Interest	\$ 39	\$ -	\$ -	\$ -
41110	Property Tax Exemption	\$ 1,280	\$ 640	\$ 643	\$ 1,300
41130	Public Safety 1/2% sales tax	\$ 1,761	\$ 1,660	\$ 907	\$ 1,420
41140	Documentary Real Property Tax	\$ 2,284	\$ 2,000	\$ 529	\$ 1,000
41190	Property Tax Administration	\$ (3,601)	\$ (3,675)	\$ (1,136)	\$ (2,317)
41200	LAFCO	\$ (585)	\$ (600)	\$ (362)	\$ (742)
41210	In Lieu Sales & Use Tax	\$ 23,618	\$ 23,620	\$ 13,452	\$ 27,442
41220	In Lieu VLF	\$ 26,515	\$ 26,520	\$ 13,706	\$ 27,960
42000	Sales Taxes	\$ 236,319	\$ 190,000	\$ 85,259	\$ 190,000
43000	Transient Occupancy Tax	\$ 96,002	\$ 87,500	\$ 68,423	\$ 93,000
47310	Vehicle License Collection	\$ 371	\$ 200	\$ -	\$ -
49080	Motor Vehicle License Fee Gap	\$ 704	\$ 720	\$ -	\$ -
49990	Other Grants	\$ -	\$ 3,500	\$ -	\$ -
53010	Copy Machine Fees	\$ 36	\$ 50	\$ 78	\$ 50
53020	Interest Received	\$ 16,087	\$ 20,000	\$ 12,931	\$ 15,500
53030	Donations	\$ 50	\$ -	\$ -	\$ -
53090	Other Miscellaneous Income	\$ 55,971	\$ 2,500	\$ 794	\$ 1,000
54020	Planner Application Processing	\$ 8,020	\$ 6,000	\$ 5,788	\$ 5,000
54040	Engineer Application Processing	\$ -	\$ -	\$ -	\$ -
54050	Building Inspector Application Processing	\$ 44,218	\$ 10,000	\$ 4,629	\$ 7,000
54100	Animal License	\$ 85	\$ 100	\$ 54	\$ 100
54130	Farmers Market Business License	\$ 30	\$ -	\$ -	\$ -
54150	Business License	\$ 8,901	\$ 8,400	\$ 8,144	\$ 9,500
54300	Encroachment Permits	\$ 400	\$ 200	\$ 200	\$ 400
56150	Franchise Fees	\$ 15,946	\$ -	\$ -	\$ -
56400	Rental Income - Verizon	\$ 20,487	\$ 21,118	\$ 14,029	\$ 21,300
56500	Rental Income - Harbor	\$ 10,000	\$ 5,125	\$ -	\$ 5,125
46600	Rental Income - Tennis Court	\$ 70	\$ -	\$ -	\$ -
56550	Rental Income - PG&E	\$ 8,411		\$ -	\$ 8,500
56650	Rental Income - Suddenlink	\$ 4,014	\$ 3,920	\$ 3,367	\$ 4,492
56700	Rental Income - Town Hall	\$ 9,970	\$ 10,000	\$ 4,886	\$ 9,000
56800	Rental Income - Misc	\$ -	\$ -	\$ -	\$ -
59999	Interdepartmental Transfer		\$ -	\$ -	\$ 30,000
	TOTAL REVENUES	\$ 671,892	\$ 496,203	\$ 281,174	\$ 539,730

CITY OF TRINIDAD

FY2013-14 PROPOSED BUDGET**General Fund Admin 201 -Expenditures**

		FY 2011-12 Actual	FY 2012-13 Budget	Actual Thru 2/28/2013	FY 2013-14 Proposed Budget
201	EXPENDITURES				
60000	Interdepartmental Transfers	\$ -	\$2,385	\$ -	
60900	Honorariums	\$ 3,000	\$3,000	\$ 1,900	\$ 3,000
61000	Employee Wages	\$ 74,145	\$92,768	\$ 58,794	\$ 97,303
61250	Overtime	\$ -	\$500	\$ -	\$ 500
61470	Fringe Benefits	\$ 594	\$0	\$ 392	\$ -
65100	Deferred Retirement	\$ 4,046	\$3,657	\$ 2,305	\$ 3,776
65200	Medical Insurance & Expense	\$ 4,213	\$5,663	\$ 3,406	\$ 5,779
65300	Worker's Comensation	\$ 4,486	\$3,101	\$ 3,512	\$ 3,211
65400	Unemployment Compensation	\$ -		\$ -	
65500	Employee Mileage Reimbursement	\$ 656	\$1,200	\$ 384	\$ 1,000
65600	Payroll Tax	\$ 5,952	\$7,377	\$ 4,700	\$ 7,733
65800	Grant Payroll Allocation	\$ -	\$0	\$ (1,004)	\$ 2,600
68090	Crime Bond	\$ 700	\$525	\$ 525	\$ 455
68200	General Liability Insurance	\$ 5,211	\$9,919	\$ 9,400	\$ 9,675
68300	Property & Casualty Insurance	\$ 3,748	\$4,466	\$ 3,705	\$ 4,080
71100	Attorney - Meetings	\$ 646	\$0		\$ -
71110	Attorney - Administrative Tasks	\$ 6,489	\$20,000	\$ 7,942	\$ 22,320
71130	Attorney - Litigation	\$ 8,955	\$5,000	\$ 3,993	\$ 8,000
71160	Accounting	\$ 472	\$0	\$ -	
71210	City Engineer - Administration	\$ 2,236	\$1,500	\$ 398	\$ 1,500
71220	City Engineer - Application Processing	\$ 66	\$0		\$ -
71300	City Planner - Meetings	\$ 4,355	\$0		\$ -
71310	City Planner - Administration	\$ 16,655	\$39,600	\$ 36,968	\$ 38,600
71320	City Planner - Application Processing	\$ 12,440	\$0		
71330	City Planner - Enforcement	\$ 202	\$0		
71340	City Planner - Projects	\$ 13,158	\$0		
71400	Building Inspector - Application Processing	\$ 7,082	\$0		
71410	Building Inspector -Admin Tasks	\$ 5	\$10,000	\$ 2,397	\$ 7,000
71420	Building Inspector - Permit Process	\$ 14,508	\$0		\$ -
71430	Building Inspector - Enforcement	\$ 90	\$0		\$ -
71510	Accountant - Admin Tasks	\$ 12,143	\$11,050	\$ 10,287	\$ 15,600
71620	Auditor - Financial Reports	\$ 11,067	\$13,585	\$ 12,285	\$ 13,585
72000	Chamber of Commerce	\$ 5,500	\$4,000	\$ 2,000	\$ 9,600
72100	Bad Debts	\$ 110			\$ -
75110	Financial Advisor/Tech Support	\$ 1,149	\$1,200	\$ 1,131	\$ 1,000
75160	Library & Local Contributions	\$ -	\$0	\$ 1,000	\$ 500
75170	Rent	\$ 7,800	\$8,190	\$ 5,200	\$ 8,190
75180	Utilities	\$ 4,099	\$6,000	\$ 2,821	\$ 6,500
75190	Dues & Memberships	\$ 357	\$1,100	\$ 289	\$ 500
75200	Municipal Expense	\$ 8,871	\$6,827	\$ 4,714	\$ 3,500
75220	Office Supplies & Expense	\$ 5,524	\$5,500	\$ 2,542	\$ 5,500
75240	Bank Charges	\$ 129	\$200	\$ 75	\$ 200
75300	Contracted Services	\$ 600	\$4,500	\$ -	\$ 5,000
75990	Miscellaneous Expense	\$ -	\$0	\$ 88	\$ 100
76110	Telephone & Communications	\$ 1,706	\$2,500	\$ 885	\$ 1,550
76130	Cable and Internet Services	\$ 1,931	\$2,400	\$ 1,288	\$ 2,160
76150	Travel	\$ -	\$1,500	\$ 1,277	\$ 1,500
78160	Building Repairs & Maintenance	\$ 4,884	\$5,000	\$ 1,971	\$ -
78190	Materials, Supplies & Equipment	\$ 1,940	\$6,200	\$ 3,688	\$ 1,500
96000	Trasfers In/Out	\$ 27,771	\$0	\$ -	\$ -
	TOTAL EXPENSES	\$ 289,691	\$ 290,413	\$ 191,258	\$ 293,017

CITY OF TRINIDAD					
PROPOSED FY2013-14 BUDGET					
General Fund Department 301 - Police Department					
		FY 2011-12 Actual	FY 2012-13 Budget	Actual Thru 2/28/2013	FY 2013-14 Proposed Budget
301	EXPENDITURES				
61000	Employee Wages	\$ 20,058	\$ 4,694	\$ 2,999	\$ 4,847
65200	Medical Insurance & Expense	\$ (75)		\$ -	
65300	Workmen's Comp Insurance	\$ 603	\$ 157	\$ 213	\$ 160
65400	Unemployment Compensation	\$ 1,700	\$ -	\$ 1,065	\$ -
65600	Payroll Tax	\$ 1,469	\$ 359	\$ 229	\$ 371
65800	Grant Payroll Allotation			\$ (29)	\$ -
71620	Auditor	\$ 846			\$ -
75170	Rent	\$ 7,800	\$ 8,190	\$ 5,200	\$ 8,580
75180	Utilities	\$ 2,123	\$ 2,410	\$ 1,383	\$ 2,140
75190	Dues & Memberships	\$ 122			\$ -
75220	Office Supplies & Expense	\$ 101	\$ 200	\$ 542	\$ 300
75300	Contracted Services	\$ 64,052	\$ 85,372	\$ -	\$ 87,933
75350	Animal Control	\$ 1,356	\$ 1,796	\$ 904	\$ 1,900
75380	Investigation			\$ 2	\$ -
75990	Miscellaneous Expense	\$ 45			\$ -
76110	Telephone & Communications	\$ 952	\$ 1,000	\$ 623	\$ 1,040
78150	Vehicle Repairs	\$ 882			\$ -
78160	Building Repairs & Maintenance	\$ 39			\$ -
78190	Materials, Supplies & Equipment	\$ 51			\$ -
78210	Advertising	\$ 62			\$ -
93100	Transfer In	\$ 1,332			
	TOTAL EXPENSES	\$ 103,518	\$ 104,178	\$ 13,131	\$ 107,271

General Fund Dept. 401 - Fire Department

		FY 2011-12 Actual	FY 2012-13 Budget	Actual Thru 2/28/2013	FY 2013-14 Proposed Budget
401	EXPENDITURES				
60900	Honorariums	\$ 1,800	\$ 1,800	\$ 1,200	\$ 1,800
75180	Utilities	\$ 2,486	\$ 1,315	\$ 615	\$ 1,065
75190	Dues & Membership	\$ 10	\$ 10	\$ -	\$ 10
75280	Training/Education		\$ -	\$ 100	\$ 100
75990	Miscellaneous Expense	\$ 150	\$ -		
75300	Contracted Services		\$ 128	\$ 145	\$ 155
76110	Telephone	\$ 68	\$ 100	\$ 123	\$ 265
76140	Dispatch	\$ 1,602	\$ 618	\$ 362	\$ 450
78140	Vehicle Fuel and Oil	\$ 68	\$ 400	\$ 117	\$ 450
78150	Vehicle Repairs & Maintenance	\$ 3,716	\$ 3,000	\$ 672	\$ 3,000
78160	Building Repairs & Maintenance	\$ 1,207	\$ 700		\$ 700
78190	Materials, Supplies & Equipment	\$ 8,937	\$ 2,500	\$ 996	\$ 2,500
78200	Equipment Repairs & Maintenance		\$ 750	\$ 161	\$ 750
90000	Capital Reserves	\$ 50,000	\$ 10,000		\$ 10,000
	TOTAL EXPENSES	\$ 70,044	\$ 21,321	\$ 4,491	\$ 21,245

CITY OF TRINIDAD

PROPOSED FY2013-14 BUDGET**General Fund 501 Public Works**

		FY 2011-12 Actual	FY 2012-13 Budget	Actual Thru 2/28/2013	FY 2013-14 Proposed Budget
501	EXPENDITURES				
61000	Employee Gross Wages	\$ 41,120	38,897	\$ 22,274	\$ 40,752
61250	Employee Overtime	\$ 188	1,500		\$ 500
65100	Deferred Retirement	\$ 3,701	3,943	\$ 2,213	\$ 4,271
65200	Medical Insurance & Benefits	\$ 17,363	19,663	\$ 10,300	\$ 23,141
65300	Workmen's Comp Insurance	\$ 1,847	1,301	\$ 1,490	\$ 1,389
65600	Payroll Tax	\$ 3,313	3,277	\$ 1,876	\$ 3,547
65800	Grant Payroll Allocation			\$ (668)	\$ -
68200	General Liability Insurance	\$ 474			
71210	City Engineer - Admin	\$ 4,078	4,800	\$ 6,125	\$ 4,800
71250	City Engineer - Project Fees	\$ 4,596	4,000		\$ 4,000
71510	Accountant - Admin Tasks	\$ -	3,000	\$ 510	\$ -
75180	Utilities	\$ 36		\$ 496	
75300	Contracted Services - Tree Trimming		3,000	\$ 2,861	\$ 13,900
75370	Uniforms/personal equipment	\$ 82		\$ 91	\$ 450
78100	Street Maintenance & Repair	\$ 44,238	5,000	\$ 2,215	\$ 5,000
78120	Street Lighting - Operations	\$ 3,828	5,000	\$ 2,632	\$ 4,500
78130	Trail & Park Maintenance	\$ 738	1,000	\$ 685	\$ 2,500
78140	Vehicle Fuel & Oil	\$ 4,356	4,000	\$ 2,694	\$ 4,700
78150	Vehicle Repairs	\$ 2,489	2,500	\$ 1,481	\$ 2,500
78160	Building Repairs & maintenance	\$ 265			\$ 5,000
78180	Other Repair & Maintenance	\$ -		\$ 2	
78190	Materials, Supplies & Equipment	\$ 4,953	7,795	\$ 3,846	\$ 6,500
78200	Equipment Repairs & Maintenance	\$ 506		\$ 357	
90000	Transfer to Reserve		10,000		\$ -
	TOTAL EXPENSES	\$ 138,171	118,676	\$ 61,480	\$ 127,450

CITY OF TRINIDAD					
PROPOSED FY2013-14 BUDGET					
Special Revenue Fund - Integrated Waste Management					
Fund 204					
		FY 2011-12 Actual	FY 2012-13 Budget	Actual Thru 2/28/2013	FY 2013-14 Proposed Budget
	6/30/2012 fund balance = \$34,816				
204	REVENUES				
46000	Grant Income	\$ 10,000	\$ 5,000	\$ -	\$ 5,000
47600	Blue Bag Sales	\$ 3,271	\$ 3,600	\$ 2,727	\$ 4,000
47650	Recycling Revenue	\$ 30,593	\$ 33,060	\$ 20,390	\$ 29,000
	TOTAL REVENUES	\$ 43,864	\$ 41,660	\$ 23,117	\$ 38,000
204	EXPENDITURES				
61000	Employee Gross Wages and Overtime	\$ 13,325	\$ 5,762	\$ 3,250	\$ 8,680
61250	Overtime	\$ 58		\$ -	\$ -
65100	Deferred Retirement	\$ 1,569	\$ 691	\$ 390	\$ 1,075
65200	Medical Insurance	\$ 4,942	\$ 2,543	\$ 1,311	\$ 5,084
65300	Workman's Compensation	\$ 592	\$ 193	\$ 213	\$ 296
65600	Payroll Tax	\$ 1,143	\$ 493	\$ 278	\$ 767
65800	Grant Payroll Allocation			\$ (98)	\$ -
75120	Waste Recycling Pickup/Disposal	\$ 16,800	\$ 18,000	\$ 5,957	\$ 18,375
75130	Garbage	\$ 557	\$ -	\$ 1,567	\$ -
75140	Blue Bag Purchases	\$ 3,975	\$ 3,600	\$ 2,475	\$ 4,000
78100	Sanitation	\$ 5,259	\$ 6,500	\$ 2,768	\$ 6,764
78190	Materials, Supplies & Equipment	\$ 399	\$ 1,000	\$ 1,512	\$ 1,800
78210	Advertising Outreach	\$ 303	\$ 100	\$ -	\$ -
85000	Capital Outlay	\$ 4,719	\$ -	\$ -	\$ -
	TOTAL EXPENSES	\$ 53,641	\$ 38,882	\$ 19,623	\$ 46,841

CITY OF TRINIDAD					
PROPOSED FY2013-14 BUDGET					
Enterprise Fund - Water					
Fund 601					
		FY 2011-12 Actual	FY 2012-13 Budget	Actual Thru 2/28/2013	FY 2013-14 Proposed Budget
601	REVENUES				
53020	Interest Received	\$ 5,035	\$ 9,000	\$ -	\$ 4,500
53090	Other Miscellaneous Income	\$ 2,066	\$ 1,000	\$ 2,401	\$ 2,000
57100	Water Sales	\$ 242,772	\$ 265,700	\$ 188,186	\$ 289,000
57300	New Water Hookups	\$ -	\$ 4,500	\$ 2,000	\$ 3,000
57500	Penalties	\$ 10,215	\$ 8,000	\$ 1,673	\$ 3,000
	TOTAL REVENUES	\$ 260,088	\$ 288,200	\$ 194,260	\$ 301,500
601	EXPENSES				
27100	Davis Grunsky Note P & E	\$ 15,550	\$ -	\$ -	\$ -
27200	Drinking Water Bond Note - P& E	\$ 9,845	\$ 9,743	\$ -	\$ 11,096
61000	Employee Wages	\$ 85,869	\$ 89,127	\$ 51,612	\$ 81,844
61250	Employee Overtime	\$ 272	\$ 2,000	\$ -	\$ 2,000
65100	Deferred Retirement	\$ 9,252	\$ 10,332	\$ 5,963	\$ 9,516
65200	Medical Insurance & Expense	\$ 33,786	\$ 41,993	\$ 22,582	\$ 40,582
65300	Workmen's Compensation	\$ 3,877	\$ 2,980	\$ 3,406	\$ 2,751
65600	Payroll Tax	\$ 7,195	\$ 7,609	\$ 4,406	\$ 7,105
65800	Grant Payroll Allocation			\$ (1,721)	\$ -
68090	Crime Bond			\$ 175	\$ -
68200	General Liability Insurance	\$ 3,790	\$ 5,341	\$ 5,062	\$ 5,210
68300	Property & Casualty Insurance	\$ 2,498	\$ 2,405	\$ 1,995	\$ 2,195
71110	City Attorney - Administrative Tasks	\$ 350	\$ 500	\$ -	\$ 500
71160	Accounting	\$ 254		\$ -	\$ -
71210	City Engineer - Admin Tasks	\$ 38,620	\$ 5,000	\$ 2,582	\$ 4,000
71230	Engineer special projects	\$ 14,786	\$ -	\$ -	\$ -
71510	Accountant	\$ 6,539	\$ 7,000	\$ 5,540	\$ 8,400
71620	Auditor	\$ 8,987	\$ 7,315	\$ 6,615	\$ 7,315
72100	Bad Debts	\$ 81	\$ 200	\$ 373	\$ 500
75180	Utilities	\$ 12,097	\$ 13,500	\$ 8,244	\$ 13,000
75190	Dues & Memberships	\$ 1,021	\$ 900	\$ 375	\$ 700
75220	Office Supplies & Expense	\$ 2,788	\$ 2,200	\$ 1,784	\$ 3,200
75230	Interest Expense	\$ 1,363	\$ 1,284	\$ 436	\$ -
75240	Bank Charges	\$ 30	\$ 100	\$ 40	\$ 100
75280	Training/Education	\$ 315	\$ 500	\$ 178	\$ 500
75990	Miscellaneous Expense	\$ 52	\$ 250	\$ -	\$ 250
76110	Telephone	\$ 936	\$ 900	\$ 752	\$ 1,160
76130	Cable & Internet Service	\$ 588	\$ 620	\$ 343	\$ 620
76160	Licenses & Fees	\$ 2,245	\$ 2,475	\$ 2,359	\$ 2,475
78140	Vehicle Fuel and Oil	\$ 1,896	\$ 2,500	\$ 1,411	\$ 2,500
78150	Vehicle Repairs	\$ 1,408	\$ 2,000	\$ 991	\$ 2,000
78160	Building Repairs and Maintenance	\$ 433	\$ 2,000	\$ 86	\$ 1,200
78170	Security System	\$ 1,136	\$ 350	\$ 207	\$ 500
78190	Materials, Supplies and Equipment	\$ 5,760	\$ 6,505	\$ 2,947	\$ 6,000
78200	Equipment Repairs & Maintenance	\$ 513	\$ 1,000	\$ 695	\$ 1,000
79100	Water Lab Fees	\$ 2,455	\$ 4,500	\$ 1,640	\$ 4,500
79120	Water Plant Chemical	\$ 7,532	\$ 12,000	\$ 3,571	\$ 12,000
79130	Water Line Hook-Ups	\$ -	\$ 4,000	\$ -	\$ 3,000
79150	Water Line Repair and Maintenance	\$ 1,181	\$ 30,000	\$ 1,086	\$ 20,000
79160	Water Plant and Equipment Repair	\$ 5,945	\$ 10,000	\$ 68	\$ 10,000
90000	Capital Reserves		\$ 15,000		\$ 15,000
	TOTAL EXPENSES	\$ 291,245	\$ 304,129	\$ 135,803	\$ 282,719

CITY OF TRINIDAD					
PROPOSED FY2013 BUDGET					
Enterprise Fund - Cemetery					
Fund 701					
		FY 2011-12 Actual	FY 2012-13 Budget	Actual Thru 2/28/2013	FY 2013-14 Proposed Budget
701	REVENUES				
53020	Interest Income	\$ 1,270	\$ 2,000	\$ -	\$ 1,200
58100	Cemetery Plot Sales	\$ 9,732	\$ 6,000	\$ 4,970	\$ 6,000
58150	Cemeteray Plot Refunds	\$ (2,820)		\$ -	
	TOTAL REVENUES	\$ 8,182	\$ 8,000	\$ 4,970	\$ 7,200
701	EXPENDITURES				
61000	Employee Gross Wages and Overtime	\$ 8,968	\$ 5,762	\$ 3,250	\$ 5,520
61250	Overtime	\$ 58	\$ -	\$ -	\$ -
65100	Deferred Retirement	\$ 1,014	\$ 691	\$ 391	\$ 683
65200	Medical Insurance & Expense	\$ 4,180	\$ 2,543	\$ 1,311	\$ 2,744
65300	Workmen's Comp Insurance	\$ 430	\$ 193	\$ 213	\$ 228
65600	Payroll Tax	\$ 748	\$ 493	\$ 278	\$ 487
65800	Grant Payroll Allocation			\$ (98)	
78190	Materials, Supplies & Equipment	\$ 89	\$ 500	\$ 255	\$ 1,500
	TOTAL EXPENSES	\$ 15,487	\$ 10,182	\$ 5,600	\$ 11,162

Friends of Trinidad Library
P.O. Box 856 Trinidad, CA 95570

RECEIVED APR 09 2013

April 8, 2013

To the City of Trinidad, City Manager Ms. Karen Suiker, and Members of the City Council:

The Friends of Trinidad Library are approaching the end of twelve years of sustained effort. We are excited to open the new building dedicated to library services for community residents this summer.

Unfortunately, due to budget constraints, the Director of the Humboldt County Library system cannot afford to open Trinidad's new building for more than eleven hours per week on two days. These are the same number of days and hours now open in the Annex. Other communities in the county help their library stay open more hours by paying the cost of additional staffing.

We would hope to be open for another four hours on another day each week. The estimated cost at this time is \$3000 per year. The Friends of Trinidad Library can offer to provide \$1500 from our (limited) funds. We hope the City of Trinidad can match that amount; we understand the City's funds are also limited.

The enthusiasm shown by our tiny community for library services (the most per-capita in the county), and for a library building of our own, indicates the value we place on this resource. We would like the open hours to reflect this.

We are hoping you can allot \$1500 toward additional staffing for the library for the first year. We will analyze the success of more open hours before embarking on a request for a second year.

The Friends of Trinidad Library sincerely appreciate all the support – both professional and personal – that each of you has provided for the library project. Together, we have made it happen!

Respectfully,

Wadi Torres

Wadi Torres, President



RECEIVED MAR 22 2013

Greater Trinidad Chamber of Commerce

P.O. Box 356 Trinidad, California 95570
707.677.1610

22 March 2013

Karen B. Suiker, City Manager
City of Trinidad
409 Trinity Street
Trinidad, CA 95570

COPY

Dear Ms. Suiker:

At its February 13 meeting, the City Council indicated it would consider allocating a fixed percentage Transient Occupancy Tax (TOT) revenue to tourism-related activities. Because the organization of the Trinidad Library has not been finalized, the Chamber of Commerce and the Trinidad Museum met to consider the distribution of the funds. We arrived at a two-part proposal: a financial proposal and a Memorandum of Understanding about the finances.

Financially, we propose that the City agree to allot 12% of TOT funds annually to the three organizations. Allotting a fixed percentage annually would allow both the City and the three organizations can plan for subsequent years. Further, we propose the Chamber of Commerce receive 60% of the allocation, the Trinidad Museum receive 30%, and the Trinidad Library receive 10%. We believe these percentages reflect the relative effects of the three organizations on the City's tourism business.

We also propose that the Chamber, the Museum, and the Library enter into a Memorandum of Understanding with the City. The Memorandum would include points such as:

- the funds be used for the promotion of tourism and business in Trinidad;
- the Chamber, the Museum, and the Library each provide the city an annual review of services provided, cost of those services, results achieved, and areas in need of change and/or improvement;
- funding for a given fiscal year be based on the TOT revenue of the previous fiscal year;
- duration of the agreement (four or five years);
- a reopener clause on the percentage of TOT revenues in the event that the City Council, during its budget deliberations, approves a reduction of General Fund appropriations.

If you have questions or require more information, please contact me at 707.677.9338 (H) or at dkoutouzos@suddenlink.net.

Sincerely,

Dennis W. Koutouzos
President

TRINIDAD MUSEUM SOCIETY

P.O. BOX 1126
TRINIDAD, CA 95570

March 31, 2013

Karen Suiker, Trinidad City Manager
City of Trinidad
409 Trinity Street
P. O. Box 390
Trinidad, CA 95570

Re: Trinidad Museum Support from Transient Occupancy Tax (TOT)
Funds

Dear Ms. Suiker,

Trinidad Museum Society is grateful for City of Trinidad support and encouragement since the new museum opened in September 2009.

Visitors to Trinidad Museum, open Thursday-Sunday in the fall-winter and Wednesday-Sunday in spring-summer, have increased dramatically since then.

When the new Trinidad Library opens next door this year, we expect that residents and visitors alike will spend even more time at Trinidad's cultural oasis, which includes the Native Plant Garden, the Historic Garden in front of the Museum, and Saunders Park.

Last year's generous \$2,000 contribution from the City to the Museum was used, in conjunction with a matching grant from the Ben B. Cheney Foundation, to widen, improve and beautify, with decomposed granite, the Native Plant Garden pathways. They're beautiful, and safe. Thank you.

Earlier this year, the City Council suggested that the Greater Trinidad Chamber of Commerce, Trinidad Museum Society, and Trinidad Library coordinate use of Transient Occupancy Tax funds which might become available in the 2013-14 annual City budget.

We spoke with Chamber President Dennis Koutouzou about sharing TOT funds. We suggest that 60% of the allocation go to Trinidad

Chamber of Commerce, 30% to Trinidad Museum and 10% to Trinidad Library. We suggest that this plan might be in effect for three to five years.

Trinidad Museum Society would use its funds to develop new exhibits which would most certainly continue to attract visitors to the museum. The next exhibit in the Photography Room will feature Trinidad Head Lighthouse with a Fishing in Trinidad Over Time exhibit planned as well.

It is more difficult to anticipate library needs since the library is not yet open, but author readings, programs, and children's book-reading activities would be attractive to visitors and residents alike.

Thank you for your thoughtful consideration of Trinidad's visitor and resident serving attractions. We hope that all of the greater Trinidad community benefits from the volunteer efforts on the part of civic-cultural minded groups to make Trinidad a fine place to live and visit.

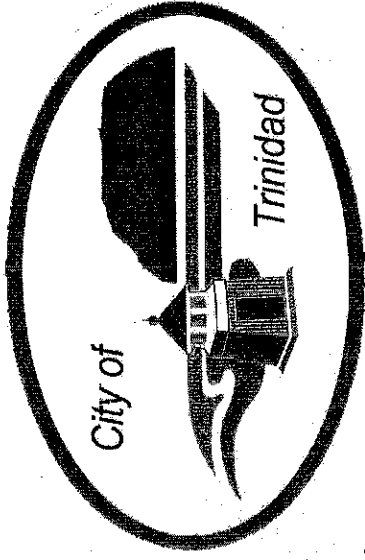
Sincerely,



Patti Fleschner

President

Trinidad Museum Society

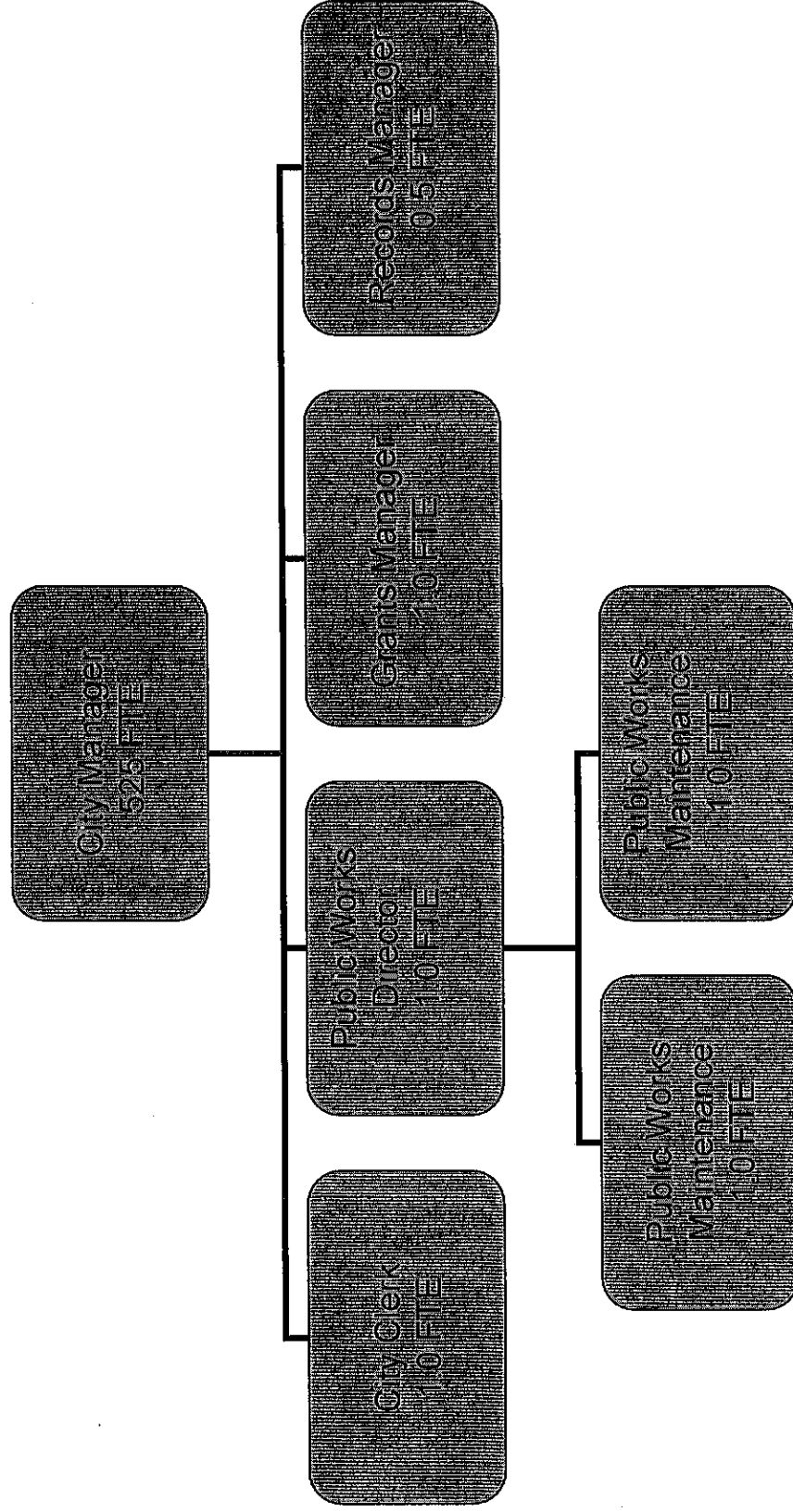


CITY OF TRINIDAD

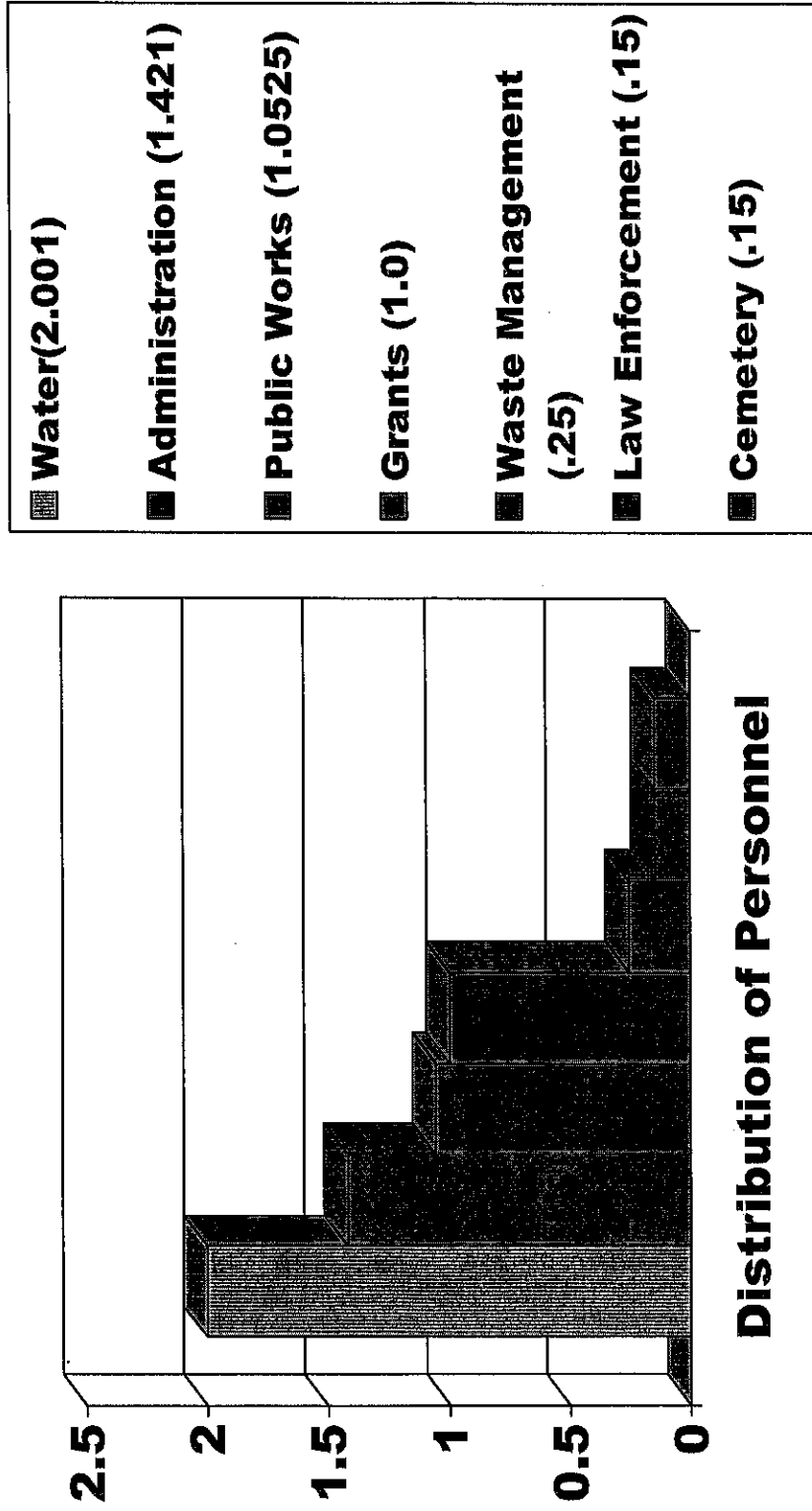
FY 2013-14 PROPOSED BUDGET

ORGANIZATIONAL CHART

6.025 Full Time Equivalent Positions



Distribution of 6.025 FTE Positions



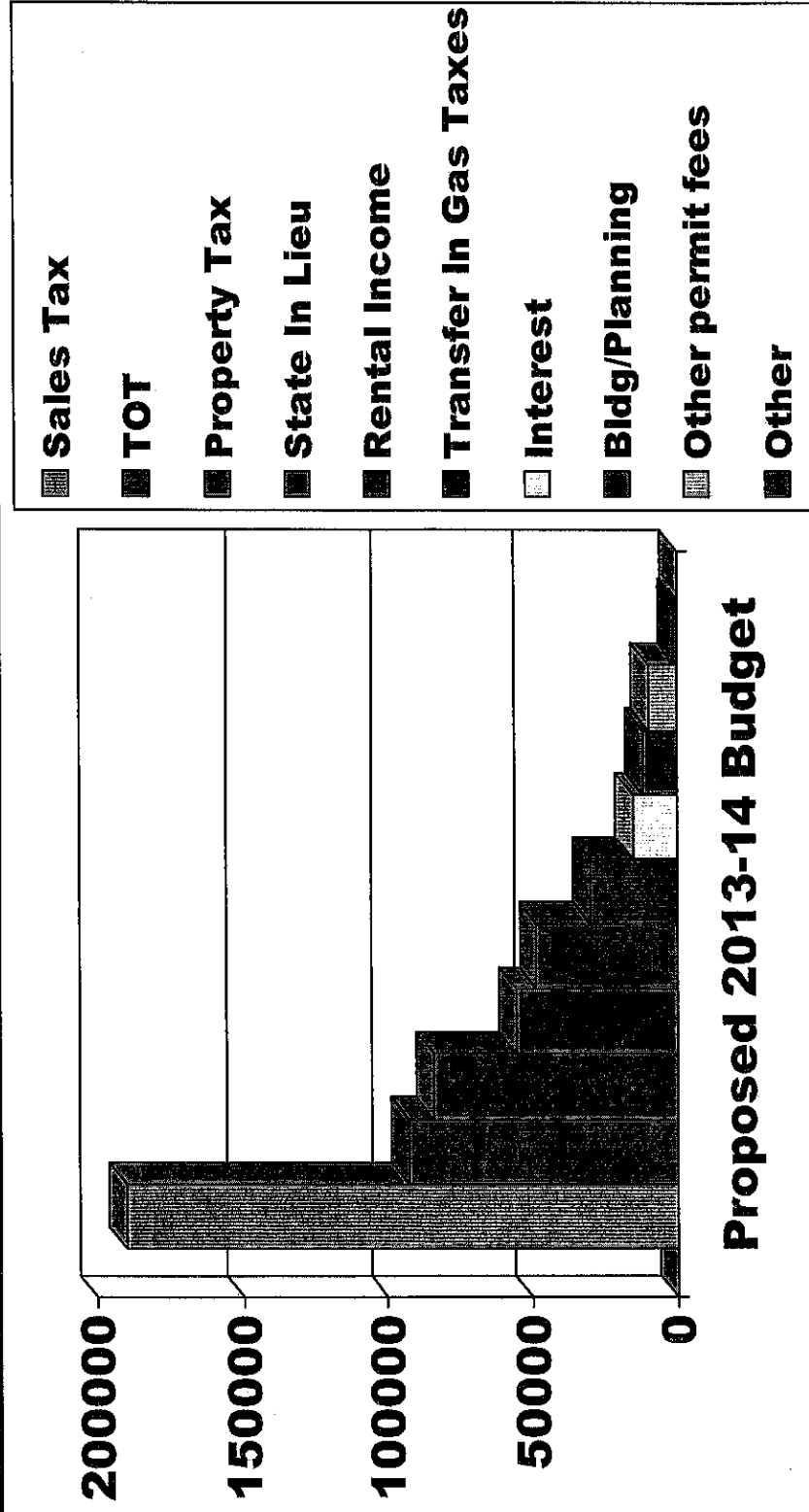
GENERAL FUND

- REVENUE
- ADMINISTRATION
- LAW ENFORCEMENT SERVICES
- FIRE SERVICES
- PUBLIC WORKS

General Fund Revenue Highlights

- $\frac{3}{4}\%$ sales tax add-on generates about \$105,000
- Non add-on sales taxes \$85,000
- Property taxes \$84,360
- TOT estimated \$93,000
- Transfer in \$30,000 gas tax revenues
- State triple flip \$55,400
- Rental income \$48,420
- Interest income \$15,500
- Building, Planning and other permit fees \$10,000

General Fund Revenues



General Fund - Administrative

- Administrative
 - Pro-rated salaries of City Manager, City Clerk & Records Manager
 - Property and liability insurance
 - Contracted planner
 - Contracted building official
 - Contracted attorney
 - Accounting and auditor services
 - Lease of annex and new library
 - Building utilities and security alarms
 - Storm water permit costs
 - Distribution of TOT

General Fund Administration Highlights

- 2% salary adjustments plus promotional progression
- Health insurance estimated 15% increase
- Planning services \$38,600 (\$15,000 GP)
- Attorney services \$30,320 (\$8,000 litigation)
- 10% TOT distribution (\$9,600)
- Storm water permit \$2,006 (monitoring in public works budget)
- Replacement of one computer \$1,500

Public Safety Services Highlights

- Contract for law enforcement services \$190,933 (\$100,000 funded COPS)
- Animal control services \$1,900
- \$10,000 transfer to fire department capital reserve (balance \$40,700)

Public Works Highlights

- Pro-rated staffing costs
- Town hall, annex and library supplies
- Street paint, signs
- ASBS Monitoring Contract \$10,900 (does not include data analysis)
- Tree trimming \$3,000
- Trail and park maintenance \$2,500
- Town Hall repair and maintenance \$5,000

General Fund

• Revenue:		\$539,730
• Expenditures:		548,983
• Administrative	\$ 293,017	
• Police	107,271	
• Fire	21,245	
• Public Works	127,450	
• Difference (from reserve)		9,253

Non General Funds

- **INTEGRATED WASTE MANAGEMENT**
- **WATER**
- **CEMETERY**
- **GRANTS**

Integrated Waste Management

- Prorated staffing costs
- Recycling Revenue
- Disposal Costs
- Blue Bag Sales
- \$5,000 Cal Recycle Grant

Integrated Waste Management

- Revenue \$ 38,000*
- Expenditures \$ 46,841*

Difference from reserve \$ 8,841

* Based on recycling center – to be updated as data becomes available

Water Fund

- Prorated staffing costs
- \$15,000 set aside/reserve for capital
- Davis Grunsky loan fully paid
- Final year of water bond payment
(\$11,096)

Water Fund

- Revenues \$ 301,500
- Expenditures \$ 282,719
- Difference \$ 18,781

Cemetery Fund

- Prorated staffing costs
- Fencing repair/replacement \$1,500
- Plot sales

Cemetery Fund

- Revenue \$ 7,200
- Expenditures \$ 11,162
- Difference (from reserve) \$ 3,962

Grant Projects in Progress

- Azalea & Pacific Improvements
- Streetlight replacement(s)
- Stormwater Management Improvement
- Final monitoring of new pier Stormwater Treatment System
- Luffenholtz Creek Sediment Reduction
- Trinidad to Humboldt Bay Coastal Watershed Program
- Indian Gaming Grant
- Water Plant Improvement Project Construction
- Possible PARSAC disability access improvements

Next Steps

- Consider TOT Distribution (60/30/10 share proposed for Chamber, Museum and Library)
- Direct any changes or additions (can also be done during course of fiscal year)
- Schedule adoption by Resolution at meeting of June 12, 2013